

HPRP Quarterly Reporting Updates and Reminders – July 2011

FederalReporting.gov and *e-snaps*

June 27, 2011

The next HPRP quarterly reporting period is almost here! FederalReporting.gov and *e-snaps* will both open for quarterly reporting on July 1, 2011 for reporting on the grant period from April 1, 2011 – June 30, 2011. The statutory deadline for submitting your report is July 10th, 2011. Note that both FederalReporting.gov and *e-snaps* will remain open for reporting until **July 14th** at midnight ET, and reports will not be flagged as late.

Reporting Enforcement:

- Timely reporting is critical! Late reporters are an indication to HUD that there could be problems with the administration of the grant, and HUD plans to monitor programs that have reported late multiple times.
- If the primary reporting contact will not be available to complete and submit the report by the deadline, make sure that another staff person is designated to complete and submit the report. If the other staff person does not already have access to *e-snaps*, the primary contact can add other users (see the [Q5 Update](#) document on the [Homelessness Resource Exchange](#)). However, if that person has left the organization, the grantee will need to request access from HUD. This request must be made via the virtual help desk. DO NOT wait until the last minute to do this, as it can take several days to complete the process.

Q8 QPRs in *e-snaps*:

- The *e-snaps* system will open on July 1st, for reporting on the grant period from April 1, 2011 – June 30, 2011. Grantees must submit a preliminary report in *e-snaps* by July 14, and a final report by August 12 (submission of the final report has been extended as well).

- In reviewing the Year 1 HPRP APR, HUD has identified an issue with how some grantees are reporting Grant to Date (GTD) numbers in the QPR. **Grantees MUST report an unduplicated number under the GTD column.** This means grantees should NOT simply take the number of persons served from each quarter and add it to the existing GTD number. Grantees who do this will have a greatly inflated GTD number and will cause HPRP data to be skewed. Remember, the quarterly data reflects distinct program participants served during the quarter, and the GTD data reflects distinct program participants served since the beginning of the grant. For detailed instructions on this issue, please reference the HPRP QPR programming instructions and the HPRP QPR instructions available on the HRE. ****If you have been reporting GTD incorrectly, please report corrected GTD numbers in the Q8 QPR.**** If you have questions, contact your HPRP Desk Officer at HUD Headquarters or submit a question to the HUD Virtual Help Desk on the HRE.
- Remember, Grant-to-Date always refers to the cumulative total (of persons served, expenditures, etc.) as of the end of the reporting period, NOT the total as of the date you are completing the report.
- Please enter explanations in comment boxes, especially if HUD has commented on your report in the past. This will help expedite reviews and will give grantees more time to respond if HUD does find an error that needs to be corrected.
- With 8 quarters of preliminary and final QPRs in *e-snaps*, it can be tricky to find the current quarter on the Submissions page. Unfortunately, the *e-snaps* system cannot hide past quarters. A tip for quickly finding the current QPR: click the words “Step Name” to sort the items in alphabetical order, and you will be able to see the current QPR at the bottom of the list.

FederalReporting.gov Quarterly Reports:

- **New feature in FederalReporting.gov: Automated Data Change requests**
As of April 1, 2011, prime recipients are able to request to make changes through a new feature called “automated data change” (ADC)” in Federal Reporting.gov **for previous quarters only**. Do not use ADC to make changes that can be made in the current quarter (e.g., updates to the award amount) – these change requests will be denied.

The following changes may be requested:

- Deactivate report
- Link Reports
- Mark as “Final”
- Changes to any other data fields can be requested, **except job numbers cannot be changed.**

Once a request has been approved by all evaluating parties, it will be processed into FR.gov and published on Recovery.gov according to the Recovery.gov publication schedule. If denied, the requester will be notified of the reason; a denial may require a new request for data change, based on the information provided in the denial.

The instructions on how to do automated change requests can be found in Chapter 16, on pages 16 through 19 of the [FederalReporting.gov User Guide](#). From the Home Page of FederalReporting.gov, click on downloads and then scroll down to Chapter 16 titled, *How to Request a Change to a Prior Quarter Report*.

- **Some grantees have accidentally submitted a Draft report as their submission; grantees that only submit a draft are counted as non-compliant with the reporting requirement.** If you submit a draft, you will get a confirmation email of a successful DRAFT submission—this can be confusing, so please take an extra moment to make sure that you have submitted your report properly.
- **Make sure you submit your report as a Grant, not a Contract.** If you report as a Contract, HUD will contact you and you will have to completely re-do the submission correctly by the deadline. A good way to avoid making this mistake is to use the “carry forward” feature of FederalReporting.gov. If you reported as a Grant last quarter, the system will bring that information forward so that you report as a Grant again this quarter.
- Remember that the information grantees provide in these reports is publicly posted on the WhiteHouseRecovery.gov web site.
- Like last quarter, HUD and OMB are enforcing the quality of narratives about each grant, to improve transparency and public understanding of how Recovery Act funds are being spent. *Generic narratives will **not** be accepted* and grantees will be required to edit them.
- Tips for good narratives:
 - Consider if the general public could discern the award’s purpose and activities (or is the language misleading – if so, it needs to be revised).
 - Language should be thorough and transparent.
 - Spell out all abbreviations or acronyms.
Here are some *examples* of acceptable narratives for HPRP (grantees do not need to use these exactly):
 - Award Description: Funds provided to assist families and individuals who are homeless or at risk of becoming homeless.
 - Project Description: Homeless Persons/Households were provided with rental payments, utility payments, and case management. Program served 120 households this quarter.

Questions?

As always, please submit all questions related to *e-snaps* QPRs to the HUD Virtual Help Desk. The Help Desk staff are prioritizing reporting-related questions during the reporting periods—especially near the deadlines—and will seek to respond quickly, usually within a day or two. At the same time, please note that the Help Desk receives a high volume of questions, so HUD appreciates your patience as we work to respond to all the questions in a thoughtful manner.

If you have a question about an error message in *e-snaps*, please attach a screen shot of the error message to the question submitted on the Help Desk.

For questions about FederalReporting.gov, please contact that help desk, at 1-877-508-7386 or www.federalreporting.gov.